

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Subject Leader in Business Strategy		Accountable to: Programme Director Fashion Management	
Contract Length: Permanent	FTE: 1.0	Weeks per year: AYR	
Salary: £44,708 - £53,865 pa		Grade: 6	
College/Service: London College of Fashion/ Fashion Business School		Location: 272 High Holborn, London, WC1V 7EY	

Purpose of Role:

To lead curriculum development, unit management, research and teaching delivery in business strategy and related disciplines across the Fashion Business School portfolio of undergraduate and postgraduate courses including our MBA and Executive MBA.

Duties and Responsibilities:

- To undertake a teaching programme, providing both academic and pastoral support to students, monitoring progress and attendance and maintaining appropriate records.
- To lead curriculum development, planning, teaching, assessing and course review in the discipline.
- To support and extend the School's existing links with those in professional practice and related industries as appropriate to the development, maintenance and delivery of teaching programmes.
- To contribute to research, scholarly activity and or professional practice both individually and through appropriate subject related groups.
- To maintain a professional level of subject expertise by being aware of relevant industry and technological developments in the field.
- To attend course related meetings and examination boards as required.
- To lead the management of the teaching and assessment in the discipline areas.
- To lead the process of reviewing discipline specific curriculum units and contributing to the identification and validation of new units and embedding professional body accreditation.
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- To take responsibility as year tutor for student groups as required.
- To support the Course Leaders in undertaking general course management responsibilities including assessment, recruitment and admissions.
- To liaise with Course Leaders and Hourly Paid Lecturers to ensure quality and consistency of delivery across all courses.
- To lead the planning and development of the curriculum and teaching programme for the discipline area in collaboration with the Course Leaders.
- Undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
- Secure productive contacts and links with external organisations, employers and agencies that will benefit students on and provide further opportunities for income generation and sponsorship.

- To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- Programme Directors
- Undergraduate & Postgraduate Course Leaders
- FBS academic teams
- Programme Administration Team
- Site Administrator

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): None

Signed Matteo Montecchi Date of last review 08/01/2018
(Recruiting Manager)

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Grade: 6

Person Specification

Specialist Knowledge/ Qualifications	Relevant Master's Degree in business, strategy, management or a related discipline is essential. PhD in business, strategy, management or related discipline or professional experience in senior roles relevant to the post is essential. Teaching qualification relevant to HE and/or Fellowship of the HEA is essential. Membership of a relevant professional body (e.g ACA/ CMI/ CIPS/ CIPD/ CIM) is desirable.
Relevant Experience	Relevant academic experience at undergraduate and postgraduate level (including MBA and Executive MBA) of leading modules/units and of teaching a diverse cohort of students is essential. Evidence of research and publications in the discipline area is desirable. Professional experience in the context of the wider fashion industry is desirable.
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in the discipline area.
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives

Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience	Contributes to improving or adapting provision to enhance the student experience
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: 08/01/2018